

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**ADMINISTRATIVE LAW SPECIALIST**

**JOB DESCRIPTION**

Employees in this job work directly for constitutionally or statutorily created quasi-judicial Boards and Commissions, performing legal analysis, and researching and drafting decisions.

There are four classifications in this job.

**Position Code Title – Administrative Law Specialist-E**

Administrative Law Specialist 13

This is the entry level. The employee carries out a range of professional administrative law specialist assignments while learning the methods of the work.

Administrative Law Specialist 14

This is the intermediate level. The employee performs an expanding range of administrative law specialist assignments in a developing capacity.

Administrative Law Specialist P15

This is the experienced level. The employee performs a full range of administrative law specialist assignments in a full functioning capacity. Extensive independent judgment is used to make decisions in carrying out assignments that have substantial impact on services or programs. Availability of guidelines is limited and theories, principles, and practices of the profession must be utilized to determine appropriate courses of action.

**Position Code Title – Administrative Law Specialist-A**

Administrative Law Specialist 16

This is the advanced level. At this level, the employee is responsible a majority of the work time for assignments which are recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

## **ADMINISTRATIVE LAW SPECIALIST**

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Performs legal research and analysis of statutes, case decisions, attorney general opinions and other rulings of law and fact.

Prepares summaries and analyses of cases highlighting the legal and factual issues in dispute.

Reviews records of hearings and proposals for decisions submitted by agency boards or commissions after oral argument or case presentation.

Researches applicable statutes, rulings and precedents to provide legal basis for proposed opinions and orders.

Drafts proposed opinions and final orders.

Researches and recommends new and revised policy, regulations or administrative guidelines for the agency board or commission.

Analyzes, reviews and drafts proposed legislation.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **Additional Job Duties**

#### **Administrative Law Specialist 16 (Senior Worker)**

Performs on a regular basis professional administrative law specialist assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the fundamental subjects in law.

Knowledge of legal research procedures.

Knowledge of the preparation of memoranda of law.

Knowledge of legal writing techniques.

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Knowledge of the statutory and regulatory authority, rules and procedures associated with programs adjudicated by the Board or Commission.

Ability to write and speak effectively.

Ability to present ideas clearly and effectively.

Ability to quickly assimilate oral and written data, to analyze facts and draw logical conclusions.

Ability to prepare and draft logical and concise written decisions, opinions and orders of law.

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Ability to maintain favorable public relations.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a Juris doctorate degree.

### **Experience**

Administrative Law Specialist 13

None.

Administrative Law Specialist 14

One year of experience in legal work equivalent to an Administrative Law Specialist or Administrative Law Examiner in state service.

OR

One year of professional legal experience as an attorney.

Administrative Law Specialist P15

Two years of experience in legal work including one year as an Administrative Law Specialist 14 or Administrative Law Examiner 14 in state service.

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**OR**

Two years of professional legal experience as an attorney.

### **Administrative Law Specialist 16**

Three years of experience in legal work including one year as an Administrative Law Specialist P15 or an Administrative Law Examiner P15 in state service.

### **Special Requirements, Licenses, and Certifications**

Membership in good standing in the Michigan State Bar.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

ADMLAWSPL

### **Job Code Description**

Administrative Law Specialist

### **Position Title**

Administrative Law Specialist-E

Administrative Law Specialist-A

### **Position Code**

ADMSPLE

ADMSPLA

### **Pay Schedule**

NERE-076

NERE-077

ECP Group 2  
Revised 12/11/00  
RA/VLWT/MD/BH